

**LA DHH Travel Card Program
Bank of America - WORKS Workflow
Training Guide For
Accountholders and Approvers**



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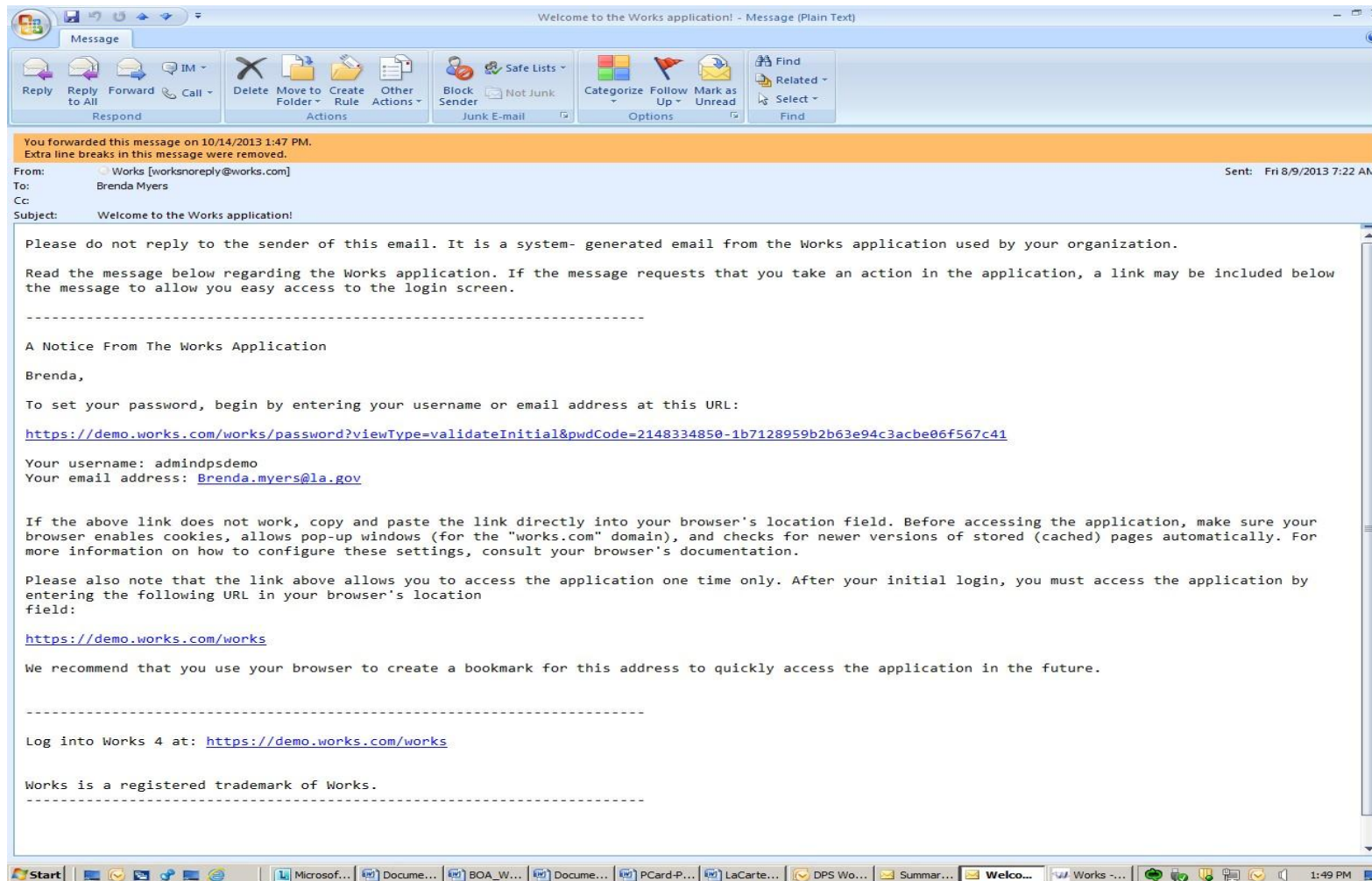
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Travel Card Program

Creating a Password

To access the Works Workflow application, a Program Administrator must add you as a user and assign you a username. Once you have been added to the system, a welcome email will automatically be sent to your email address that includes your username and information on how to set up your password.

Follow the instructions in the email.



- Click the first link in the email message.
- Enter your username and click OK as shown in the email.
- Create a password (must be eight characters, can be any combination of letters or numbers, and is case sensitive).
- Click the arrow in the **Question** field and select the desired security validation question(s).
- In the **Answer** field, answer the question(s) you specified in the previous step, then enter the same answer in the **Confirm** field.
- Click Ok. The Home Page will display.

Note: If your username is not working, your Program Administrator can send you an automated email reminding you of your username. If you forget your password, click the appropriate link in the Login page. “Forgot Your Password” displays and prompts you to enter your user name. After entering username and clicking Submit, the system will send you an email with instructions on how to create a new password. If you do not know your security validation answer(s), your Program Administrator can reset your password, which enables you to select new security validation question(s) and answer(s).

IMPORTANT: After clicking the link included in the email and setting a password, **DO NOT** attempt to access the Works application by using that link again. After initial use the link is rendered inactive.

Follow the steps below under **USER LOGIN** to now access the Works application.

Note: Logon Name and Password are case sensitive. You must enter your Logon Name with a capital P.

User Login

PRODUCTION SITE: <https://payment2.works.com/works/>

Once the user enters the WORKS system, the log-in screen will appear as shown below. User will log in using information provided in Works Welcome email.

FileEditViewFavoritesToolsHelp

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Works®

About Works

The Works application is a Web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: [Bank of America Card Solutions](#).

Login to Works

Organization: LA Dept of Health and Hosp Travel

Login Name: P98765432

Password: ●●●●●●

Login

[Forgot your password?](#)

Need more help? Please contact your Program Administrator for assistance.

[Privacy & Security](#) [Recommended Settings](#) [About SSL Certificates](#)

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Allocating Transactions

- Accountholders will only be able to view and allocate their transactions.
- Approvers will only be able to view and/or allocate the Accountholder's transactions for which they have been set up to approve.
- Accountants will be able to view and allocate all Accountholders' transactions after the transactions have been swept.
- Program Administrators will not be able allocate any transactions.

Allocating a Single Transaction

Below is a snapshot of the "Home" screen. This is the first screen the user will see once logged in. This will identify any pending transactions which need to be allocated.

Select **Pending** as shown below. **NOTE:** If **Pending Transactions** do not display on the **Home** page, click **Expenses > Transactions > Accountholder or Approver**. The Pending Transaction screen will display. Click the desired **Document** number.



[Home](#) | [Expenses](#) | [Accounts](#) | [Reports](#) | [Accounting](#) | [Administration](#)

☰ Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	34	Transaction	Pending

1 item

Show 10 per page

Page: 1 of 1

☰ Accounts Dashboard

Account Portfolio

In Scope

Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TARA POCORELLO	6957	25,000.00	133,452.07	(108,452.07)	533%



Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder

												Clear Filters		Columns ▼

Select **Allocate/Edit** from drop-down menu.

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

Clear Filters

Columns ▼

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
	TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	x ✓ x	----	4,734.68
	View Full Details	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x ✓ x	----	3,757.16
	Allocate / Edit	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x ✓ x	----	1,150.61
	Sign Off	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x ✓ x	----	4,780.09
	Dispute	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	x ✓ x	----	2,544.07
	Retry Automatch	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	----	427.16
	Add to Expense Report	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	----	2,739.38
	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x ✓ x	----	3,733.12
	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	----	727.38
	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	----	3,720.51

0 Selected | 34 items

Show 10 per page

Page: 1 of 4

Retry Automatch

Mass Allocate

Add to Expense Report

Attach

Sign Off

0 Selected | 34 items

Show 10 per page

Page: 1 of 4

[Retry Automatch](#) [Mass Allocate](#) [Add to Expense Report](#) [Attach](#) [Sign Off](#)

The screen below appears.

Allocation Details - TXN00001049 - METAL SERVICE CENTERS AND CO. 09/19/2013 | Source Amount : 4,734.68 USD

Allocation Purchase Amount: 4,734.68 Allocation Total: 4,734.68 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
<input type="checkbox"/>	4,403.26	METAL SERVICE CENTERS AND CO. - Purchase						

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	4,403.26	331.42	0.00	70806

☐ Adjust Amount

Transaction Detail - 5051 (METAL SERVICE CENTERS AND OFFICES)

Save Close

Enter codes in the following fields to identify how the segment will be allocated.

- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object (Unrestricted)
- GL05: Agency/Reporting Category

Note: Click on the field box to select a code from the allocation pick list. All fields will have a pick list except GL04: Sub-Object.

Click **Save** and then **Close**.

Allocation Details -TXN00001049 - METAL SERVICE CENTERS AND CO.
09/19/2013 | Source Amount : 4,734.68 USD

Allocation
Purchase Amount: 4,734.68
Allocation Total: 4,734.68 | 100%
Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY
x ✓ x	4,403.26	METAL SERVICE CENTERS AND CO. - Purchase	4184182122 FINANCIAL SERV		3000 OT OPERATING SERVICE	01	4181102 ADM GEN PROJECT	

0 Selected | 1 item
See More...

Remove
Add ▼
Duplicate ▼

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included ▼	4,403.26	331.42	0.00	70806

Adjust Amount

+ Transaction Detail - 5051 (METAL SERVICE CENTERS AND OFFICES)

Save
Close

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☐

>>		Pending Sign Off	Signed Off	Flagged	All	Clear Filters										Columns
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated				
		TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	✓ ✓ ✓	4184182122-3000-01-41811102	4,734.68				
		TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,757.16				
		TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x ✓ x	---	1,150.61				
		TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x ✓ x	---	4,780.09				
		TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	x ✓ x	---	2,544.07				
		TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	---	427.16				
		TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	---	2,739.38				
		TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x ✓ x	---	3,733.12				
		TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	---	727.38				
		TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,720.51				
0 Selected 34 items																
Show 10 per page																
Page: 1 of 4																
Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off																

Allocating Mass Transactions

On the **Home** page, click **Pending** in the action field. Select the check box for desired **Documents**, then click **Mass Allocate** from action buttons.

 Signed off 1 transaction. [View Details](#)

Transactions - Accountholder

												Clear Filters Columns	
>> Pending Sign Off Signed Off Flagged All													
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	X ✓ X	-----	3,757.16	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	X ✓ X	-----	1,150.61	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	X ✓ X	-----	4,780.09	
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	X ✓ X	-----	2,544.07	
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	X ✓ X	-----	427.16	
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	X ✓ X	-----	2,739.38	
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	X ✓ X	-----	3,733.12	
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	X ✓ X	-----	727.38	
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	X ✓ X	-----	3,720.51	
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	X ✓ X	-----	4,053.27	

3 Selected | 33 Items

Show 10 per page

Page: 1 of 4

[Retry Automatic](#) [Mass Allocate](#) [Add to Expense Report](#) [Attach](#) [Sign Off](#)

The screen below appears.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Signed off 1 transaction. [View Details](#)

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Compl/Val/Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x ✓ x	----	3,757.16
<input checked="" type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x ✓ x	----	1,150.61
<input checked="" type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x ✓ x	----	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013					x ✓ x	----	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013					x ✓ x	----	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013					x ✓ x	----	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013					x ✓ x	----	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013					x ✓ x	----	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013					x ✓ x	----	3,720.51
<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013					x ✓ x	----	4,053.27

3 Selected | 33 items

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Mass Allocate

Apply segment codes to each allocation line on 3 transaction(s).

GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category

Empty Segment Field(s): ☒ Retain original codes(s) ☐ Delete original codes(s)

OK Cancel

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Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

Enter codes in the following fields to identify how the segment will be allocated.

- GL01: Fund/Agency/Organization
- GL02: Activity
- GL03: Object
- GL04: Sub-Object
- GL05: Agency/Reporting Category

Note: Click on the field box to select a code from the allocation pick list. All fields will have a pick list except GL04: Sub-Object.

After Accountholder finishes allocating in all the fields, the screen should look like this.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Signed off 1 transaction. View Details

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All Clear Filters Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,757.16
<input checked="" type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	x ✓ x	---	1,150.61
<input checked="" type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	x ✓ x	---	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013					x ✓ x	---	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013					x ✓ x	---	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013					x ✓ x	---	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013					x ✓ x	---	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013					x ✓ x	---	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013					x ✓ x	---	3,720.51
<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013					x ✓ x	---	4,053.27

3 Selected | 33 items

Retry Automatch Mass Allocate Add to Expense Report Attach Sign Off

Mass Allocate

Apply segment codes to each allocation line on 3 transaction(s).

GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category
84182122 FINANCIAL SI		3100 OFFICE SUPPLIES	01	4181102 ADM GEN PROJE

Empty Segment Field(s): ☒ Retain original codes(s) ☐ Delete original codes(s)

OK Cancel

Training Guides Training Videos Live Training Release Notes Privacy & Security Recommended Settings Global Reporting and Account Management

Other Programs and Services Bank of America Visa MasterCard PCI Standards Council

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Click **OK**.

The screen below appears that shows the transactions have been completely allocated. There are three green checkmarks in the Comp/Val/Auth field.

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Welcome, TARA POCORELLO - [Log Out](#)



Home	Expenses	Accounts	Reports	Accounting	Administration
------	----------	----------	---------	------------	----------------

Expenses > Transactions > Accountholder

LA DPS UAT

 Allocation updated on 3 of 3 transactions. [View Details](#)

Transactions - Accountholder												
>>		Pending Sign Off	Signed Off	Flagged	All							
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	✓ ✓ ✓	4184182122-3100-01-4181102	3,757.16
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	✓ ✓ ✓	4184182122-3100-01-4181102	1,150.61
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	✓ ✓ ✓	4184182122-3100-01-4181102	4,780.09
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY ART CO.	✗ ✓ ✗	----	2,544.07
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✗ ✓ ✗	----	427.16
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	✗ ✓ ✗	----	2,739.38
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	✗ ✓ ✗	----	3,733.12
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	✗ ✓ ✗	----	727.38
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	✗ ✓ ✗	----	3,720.51
<input type="checkbox"/>	<input type="checkbox"/>	TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	✗ ✓ ✗	----	4,053.27

Add an Allocation Line(s)

When using the Add Allocation Lines function the system adds a blank row of coding to the transaction selected. This allows for breaking the transaction down into multiple lines of coding.

If Accountholder is using this function, you must edit the dollar amounts so that the **allocated amount equals the purchase amount**. Sign off will not be allowed until the transaction balances.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable, then click **Add**.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Signed off 3 of 3 transactions. [View Details](#)

Transactions - Accountholder

>> Pending Sign C Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,544.07 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha							2,544.07
TXN000010									427.16
TXN000010									2,739.38
TXN000010									3,733.12
TXN000010									727.38
TXN000010									3,720.51
TXN000010									4,053.27
TXN000010									878.43
TXN000010									3,593.22
TXN000010									3,232.74

0 Selected | 1 item

Remove Add Duplicate

Reference

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,365.99	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 items

Retry Automatch

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Save Close

Select number of lines to add from drop-down menu. Select an option to allocate by from the **Value** drop-down menu, if needed. Enter the **amount or percentage** of the total purchase to be allocated in the **Value** text box, if needed.

Bank of America Merrill Lynch Works®

Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

✓ Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign C Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD xers Columns

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,544.07 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,544.07
TXN000010									427.16
TXN000010									2,739.38
TXN000010									3,733.12
TXN000010									727.38
TXN000010									3,720.51
TXN000010									4,053.27
TXN000010									878.43
TXN000010									3,593.22
TXN000010									3,232.74

0 Selected | 1 Item

Remove Add Duplicate

Reference

1 line
2 lines
3 lines
4 lines
5 lines
6 lines
7 lines
8 lines
9 lines

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 items

Training Guides Training Other Programs and Services

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Save Close

The screen below will appear showing two allocation lines were added.

 Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign C Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

09/19/2013 | Source Amount : 2,544.07 USD X ters Columns ▾

Allocation

Purchase Amount: 2,544.07

Allocation Total: 2,544.07 | 100% Variance: 0.00

Variance: 0.00

Amount Allocated

[illegible]

0 Selected | 3 items

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included ▼	2,365.99	178.08	0.00	70806
<input type="checkbox"/> Adjust Amount					

0 Selected | 30 items

+ Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

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[Other Programs and Services](#)

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Save Close

Complete the allocation lines.

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HomeExpensesAccountsReportsAccountingAdministration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign O

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

09/19/2013 | Source Amount: 2,544.07 USD

Allocation

Purchase Amount: 2,544.07Allocation Total: 2,909.07 | 114.35%Variance: -365.00

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,544.07
TXN000010	300.00	cleaning supplies	4184182119 FACILITY SERVIC		3200 OPERATING SUPPLIES -	01	4181512 IAT-OFFICE OF RISK		427.16
TXN000010	65.00	office supplies	4184182122 FINANCIAL SERVI		3100 OFFICE SUPPLIES	03	4181702 ADM RIVERBOAT ST,		2,739.38
0 Selected 3 items									3,733.12
<div>RemoveAddDuplicate</div>									727.38
Reference & Tax									3,720.51
Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP				4,053.27
	Sales Tax Included	2,730.99	178.08	0.00	70806				878.43
Adjust Amount									3,593.22
Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)									3,232.74

Page: 1 of 3

SaveClose

Click **Save** and **Close**.

However, if the total allocated does not balance to the purchase amount you will not be able to sign off on the transaction.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Pending Sign Off Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO. 09/19/2013 | Source Amount : 2,544.07 USD

Allocation Purchase Amount: 2,544.07 Allocation Total: 2,909.07 | 114.35% Variance: -365.00

Comp/Val/Auth	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FMFY/BFY	Amount Allocated
TXN000010	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purchase	4184182122		3100	01	4181102		2,544.07
TXN000010	300.00	cleaning supplies	4184182119		3200	01	4181512		427.16
TXN000010	65.00	office supplies	4184182122		3100	03	4181702		2,739.38

0 Selected | 3 Items

Remove Add Duplicates

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	2,730.99	178.08	0.00	70806

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

Save Close

The screen print below shows the multiple lines of allocation have been completely applied.

 Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All												Clear Filters Columns ▼	
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	
		TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	✓ ✓ ✓	multiple	2,909.07	
		TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	----	427.16	
		TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	----	2,739.38	
		TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x ✓ x	----	3,733.12	
		TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	----	727.38	
		TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	----	3,720.51	
		TXN00001059	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x ✓ x	----	4,053.27	
		TXN00001060	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	----	878.43	
		TXN00001061	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	x ✓ x	----	3,593.22	
		TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	x ✓ x	----	3,232.74	

0 Selected | 30 items

Show 10 per page

Page: 1 of 3

[Retry Automatch](#) [Mass Allocate](#) [Add to Expense Report](#) [Attach](#) [Sign Off](#)

Duplicate an Allocation Line

When duplicating a line, the system copies the allocation code on one line to another line for the same transaction. If using this function, you must edit the dollar amounts to match so that the allocated amount equals the purchase amount. Otherwise, sign off will not be allowed.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.

Saved updates to transaction. X

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

Clear Filters

Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	✓ ✓ ✓	4184182120-3100-01-4181102	427.16
	<div>View Full Details</div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	----	2,739.38
	<div>Allocate / Edit</div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE, J CO.	x ✓ x	----	3,733.12
	<div>Sign Off</div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	----	727.38
	<div>Dispute</div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	----	3,720.51
	<div>Retry Automatch</div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x ✓ x	----	4,053.27
	<div>Add to Expense Report</div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	----	878.43
	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	x ✓ x	----	3,593.22
	TXN00001063	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	x ✓ x	----	3,232.74
		6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	33.53	NEWS DEALERS AND NEWSSTAND CO.	x ✓ x	----	33.53

0 Selected | 29 items

Show 10 per page

Page: 1 of 3

Retry Automatch

Mass Allocate

Add to Expense Report

Attach

Sign Off

Select the check box beside the allocation line you want to duplicate. Click **Duplicate**.

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Welcome, TARA POCORELLO - Log Out

Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountholder LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

Pending Sign Off Allocation Details - TXN00001054 - BUSINESS SERVICES NOT ELSE CO. 09/19/2013 | Source Amount : 427.16 USD

Allocation

Purchase Amount: 427.16 Allocation Total: 427.16 | 100% Variance: 0.00

TXN	Comp/Vail/Auth	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	✓ ✓ ✓	397.26	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182120		3100	01	4181102		427.16
TXN000010										2,739.38
TXN000010										3,733.12
TXN000010										727.38
TXN000010										3,720.51
TXN000010										4,053.27
TXN000010										878.43
TXN000010										3,593.22
TXN000010										3,232.74
TXN000010										33.53

1 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
TXN000010	Sales Tax Included	397.26	29.90	0.00	70806

Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

0 Selected | 29 items

Entry Automation

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Save Close

Make modifications as needed to Description, GL Segments and/or Amounts, then click **Save**, then **Close**. Once again if the total allocated does not equal the purchase amount you will not be able to sign off on the transaction.

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Home Expenses Accounts Reports Accounting Administration

Expenses > Transactions > Accountant

LA EPS UNIT

Save updates to transaction

Transactions - Accountant

Pending Sign

Allocation Detail: Transaction: BUSINESS SERVICES NOT ELSEW.

4/18/2013 | Current Amount: 427.16

Check

Excluded

Allocation

Purchase Amount: 427.16

Allocation Total: 427.16 | 100%

Variance: 0.00

Amount Allocated

	Value	Description	GL31: Fund/Agency/Department	GL42: Activity	GL43: Object	GL44: Sub-Object	GL45: Agency/Reporting Category	GL46: FMFI/DFY	
<input checked="" type="checkbox"/>	427.16	BUSINESS SERVICES NOT ELSE CO - Purchase	4164102		3100	91	4161102		427.16
<input type="checkbox"/>		BUSINESS SERVICES NOT ELSE CO - Purchase	4164102		3100	91	4161102		2,119.16
									3,194.12
									117.16
									3,109.91
									4,894.37
									813.45
									5,094.22
									5,210.74
									91.65

6 Selected | 1 Item

Estimate Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Net Tax	Shipping ZIP
	Sales Tax Included	427.16	20.90	0.00	75006

Adjust Amount

Transaction Detail: TIME (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

Save

Close

Remove an Allocation Line

When using the Remove function, the allocation that was previously applied will be completely removed. A new allocation will have to be applied.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number, then select **Allocate/Edit** from drop-down menu. Edit, if applicable.

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Welcome, TARA POCORELLO - [Log](#)

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign Off Signed Off Flagged All

[Clear Filters](#) [Columns](#)

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocate
	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	✓ ✓ ✓	multiple	2,909
	View Full Details	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	---	427
	Allocate / Edit	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	x ✓ x	---	2,739
	Sign Off	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	x ✓ x	---	3,733
	Dispute	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	x ✓ x	---	727
	Retry Automatch	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	x ✓ x	---	3,720
	Add to Expense Report	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,053.27	DVD/VIDEO TAPE RENTAL STOR CO.	x ✓ x	---	4,053
		6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	878.43	BUSINESS SERVICES NOT ELSE CO.	x ✓ x	---	878
	TXN00001061	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,593.22	DRUGS, DRUG PROPRIETARIES, CO.	x ✓ x	---	3,593
	TXN00001062	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,232.74	STENOGRAPHIC SERVICES CO.	x ✓ x	---	3,232

0 Selected | 30 items

Show 10 per page

Page: 1 of 3

Retry Automatch

Mass Allocate

Add to Expense Report

Attach

Sign Off

Select the check box beside the allocation line you want to remove. Click **Remove**.

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HomeExpensesAccountsReportsAccountingAdministration

Expenses > Transactions > Accountholder

Welcome, TARA POCORELLO - Log Out

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign C

Allocation Details - TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

09/19/2013 | Source Amount : 2,544.07 USD

Allocation

Purchase Amount: 2,544.07

Allocation Total: 2,909.07 | 114.35%

Variance: -365.00

	Comp/Val/Auth	Value	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN0000010	<input type="checkbox"/>	2,365.99	COMMERCIAL PHOTOGRAPHY,ART CO. - Purcha	4184182122		3100	01	4181102		2,909.07
TXN0000010	<input checked="" type="checkbox"/>	300.00	cleaning supplies	4184182119		3200	01	4181512		427.16
TXN0000010	<input checked="" type="checkbox"/>	65.00	office supplies	4184182122		3100	03	4181702		2,739.38

1 Selected | 3 items

Remove

Add

Duplicate

Reference

Tax Status

Goods & Services

Tax Total

Use Tax

Shipping ZIP

	Sales Tax Included	2,730.99	178.08	0.00	70806
--	--------------------	----------	--------	------	-------

Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

SaveClose

Removing the allocation line will require user to change the amounts to ensure the Allocation Total equals the Purchase Amount.
Click **Save** and **Close**.

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HomeExpensesAccountsReportsAccountingAdministration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign Off

Allocation Details -TXN00001053 - COMMERCIAL PHOTOGRAPHY,ART CO.

09/19/2013 | Source Amount : 2,544.07 USD

X

ers

Columns

Allocation

Purchase Amount: 2,544.07Allocation Total: 543.08 | 21.35%Variance: 2,000.99

Comp/Val/Auth	Value Amount	Description	GL01: Fund/Agency/Organization	GL02: Activity	GL03: Object	GL04: Sub-Object	GL05: Agency/Reporting Category	GL06: FM/FY/BFY	Amount Allocated
TXN000010	300.00	cleaning supplies	4184182119		3200	01	4181512		2,909.07
TXN000010	65.00	office supplies	4184182122		3100	03	4181702		427.16

0 Selected | 2 items

Remove

Add

Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	365.00	178.08	0.00	70806

☐ Adjust Amount

Transaction Detail - 7333 (COMMERCIAL PHOTOGRAPHY,ART,AND GRAPHICS)

0 Selected | 30 items

Retry Automatch

Training GuidesTraining
Other Programs and Services

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Save

Close

IMPORTANT: Once all transactions have been properly allocated, cardholder must “sign-off”. This can be done individually or as a whole as shown in the **SIGNING OFF ON TRANSACTIONS** section.

Signing off on Transactions

- Accountholders will only be able to view and sign off on their transactions.
- Approvers will only be able to view and/or sign off the Accountholder's transactions for which they have been set up to approve.

On the **Home** page, click **Pending** in the action field. Click the desired **Document** number(s), and click **Sign Off**.

NOTE: You may sign off on one or more documents at the same time as long as allocation has been completed correctly.

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HomeExpensesAccountsReportsAccountingAdministration

Expenses > Transactions > Accountholder

LA DPS UAT

Saved updates to transaction.

Transactions - Accountholder

>> Pending Sign OffSign OffFlaggedAll

Clear FiltersColumns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	ComplValAuth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001049	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,734.68	METAL SERVICE CENTERS AND CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	4184182122-3000-01-4181102	4,734.68
<input type="checkbox"/>	TXN00001050	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,757.16	EXTERMINATING AND DISINFEC CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	3,757.16
<input type="checkbox"/>	TXN00001051	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	1,150.61	AUTOMOTIVE TIRE STORES CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	1,150.61
<input type="checkbox"/>	TXN00001052	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,780.09	STENOGRAPHIC SERVICES CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	4,780.09
<input type="checkbox"/>	TXN00001053	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,544.07	COMMERCIAL PHOTOGRAPHY,ART CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	2,544.07
<input type="checkbox"/>	TXN00001054	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	427.16	BUSINESS SERVICES NOT ELSE CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	427.16
<input type="checkbox"/>	TXN00001055	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,739.38	BILLIARD AND POOL ESTABLIS CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	2,739.38
<input type="checkbox"/>	TXN00001056	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,733.12	CLEANING AND MAINTENANCE,J CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	3,733.12
<input type="checkbox"/>	TXN00001057	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	727.38	DIRECT MARKETING INSURANCE CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	727.38
<input type="checkbox"/>	TXN00001058	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	3,720.51	EXTERMINATING AND DISINFEC CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	3,720.51

1 Selected | 34 items

Show 10 per page

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Retry Automatch

Mass Allocate

Add to Expense Report

Attach

Sign Off

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[Other Programs and Services](#) [Bank of America](#) [Visa](#) [MasterCard](#) [PCI Standards Council](#)

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Enter **Comments** if desired, then click OK. Confirmation message appears and the transaction is removed from the Pending Sign Offs View.
NOTE: The Comments field is optional in the system so it may be left blank or used at the agency's discretion.

The screenshot shows the Bank of America Works interface. At the top, there's a navigation bar with 'Home', 'Expenses', 'Accounts', 'Reports', 'Accounting', and 'Administration'. Below this, a breadcrumb trail reads 'Expenses > Transactions > Accountholder'. A status bar at the top right says 'Welcome, TARA POCORELLO - Log Out'. A message box at the top left says 'Saved updates to transaction.'.

The main area is titled 'Transactions - Accountholder'. It features a table with columns: Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp[Val]Auth, Allocation, and Amount Allocated. The table lists several transactions, with the first one (TXN00001049) selected. A 'Confirm Sign Off' dialog box is open over the table, containing a 'Sign off 1 transaction(s)' message and a 'Comments' field with the text 'Enter comment if needed....this is an optional field'. A blue arrow points to the 'OK' button in the dialog box.

At the bottom of the table, there are buttons for 'Retry Automatch', 'Mass Allocate', 'Add to Expense Report', 'Attach', and 'Sign Off'. The footer contains links for 'Training Guides', 'Training Videos', 'Live Training', 'Release Notes', 'Privacy & Security', 'Recommended Settings', 'Global Reporting and Account Management', and 'Other Programs and Services'. The copyright notice at the bottom reads '© 2013 Bank of America Corporation. All rights reserved. Your last log in was September 20, 2013, 9:20 AM CDT.'

- As an Accountholder the deadline to sign off on all transactions is the 11th of the month following the charges. If the 11th falls on a weekend, the deadline to sign off is the Friday before the 11th. **Accountholders should be allocating as charges are incurred.**
- As an Approver the deadline to sign off on all transactions is the 12th of the month following the charges. If the 12th falls on a weekend, the deadline to sign off is the Friday before the 12th. **Approvers should be approving as Accountholders have signed off on transactions.**
- It is not necessary to wait until you receive your paper statement from Bank of America. You can access the transactions at any time during the billing cycle.
- Reports should be printed the next day to make sure the system refreshes have included the changes made in the system. There is a lag time between when information is entered into Works versus when the same data is available via Works Reporting.

Flagging a Transaction

- Accountholders cannot raise a flag on transactions, but can remove flags.
- Approvers can raise a flag on transactions and remove flags.

Raising Flags

Click **Home**, then **Pending**.

Home	Expenses	Reports
------	----------	---------

Action Items				
Action	Acting As	Count	Type	Current Status
Sign Off	Approver	3	Transaction	Flagged
	Approver	17	Transaction	Pending

2 items Show 10 per page Page: 1 of 1

Click on the transaction to be flagged.

Transactions - Approver											
>> Pending Sign Off Signed Off Flagged All											
	Document	Account ID	Sign Off	Flagged	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation
<input type="checkbox"/>	<input type="text"/>						<input type="text"/>		<input type="text"/>		
<input type="checkbox"/>	TXN00001075	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME FURNISH CO.	✓ ✓ ✓	4184182122-3000-02-4181102
<input type="checkbox"/>	TXN00001077	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3180-11-4181102
<input type="checkbox"/>	TXN00001110	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	2,855.41	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-KARN-3100-00-4181102
<input type="checkbox"/>	TXN00001111	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,995.78	BICYCLE SHOPS-SALES AND SE CO.	✓ ✓ ✓	4184182122-3100-00-4181102
<input type="checkbox"/>	TXN00001112	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	3,686.53	STENOGRAPHIC SERVICES CO.	✓ ✓ ✓	4184182122-3100-00-4181102
<input type="checkbox"/>	TXN00001116	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	492.80	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182119-inva-1234-4181200
<input type="checkbox"/>	TXN00001117	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,197.74	HEARING AIDS-SALES,SERVIC CO.	✓ ✓ ✓	4184182122-1234-3100-01-4181102
<input type="checkbox"/>	TXN00001118	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	969.27	WINDOW CLEANING SERVICES CO.	✓ ✓ ✓	4184182120-BADC-3100-02-4181102
<input type="checkbox"/>	TXN00001119	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	4,231.82	POSTAGE STAMPS CO.	✓ ✓ ✓	4184182122-3100-99-4189999
<input type="checkbox"/>	TXN00001120	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,907.76	LAUNDRY SERVICES-FAMILY A CO.	✓ ✓ ✓	4184182122-AAAA-3100-99-4181511

Click **Raise Flag**.

0 Selected | Show 10 per page

Mass Allocate

Allocate / Edit
Sign Off
View Full Details
Raise Flag

Enter Comments when confirming raising the flag and click **OK**.

Transactions - Approver

>> Pending Sign Off Signed Off Flagged All

	Document	Account ID	Sign Off	Flagged	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	
<input type="checkbox"/>	TXN00001075	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS
<input type="checkbox"/>	TXN00001077	6957	AH (ACT)		09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMP
<input type="checkbox"/>	TXN00001110	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	2,855.41	POSTAGE STAMP
<input type="checkbox"/>	TXN00001111	7344	AH		09/22/2013	09/22/2013	VINCENT, AMY	1,995.78	BICYCLE SHOPS-
<input type="checkbox"/>	TXN00001112	7344	AH		09/22/2013	09/22/2013			GRAPHIC S
<input type="checkbox"/>	TXN00001116	7344	AH		09/22/2013	09/22/2013			NG AIDS--S
<input type="checkbox"/>	TXN00001117	7344	AH		09/22/2013	09/22/2013			W CLEANI
<input type="checkbox"/>	TXN00001118	7344	AH		09/22/2013	09/22/2013			GE STAMP
<input type="checkbox"/>	TXN00001119	7344	AH		09/22/2013	09/22/2013			RY SERVIC
<input type="checkbox"/>	TXN00001120	7344	AH		09/22/2013	09/22/2013			

0 Selected | 17 items

Mass Allocate Flag Sign Off

Training Guides Training Videos Privacy & Security Recommended Settings

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Confirm Raise Flag

Raise flag on 1 transaction(s).

Comments: Correct the orgn AAAA is an invalid orgn.

OK Cancel

Note: Comments are required when raising and removing flags. The flagged transaction now appears in the Accountholder or Approver view, depending on who flagged the transaction.

Removing Flags

Click **Home**, then **Flagged**.

Bank of America

Merrill Lynch

Works®

Home

Expenses

Accounts

Reports

Accounting

Administration

Action Items

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	8	Transaction	Pending

Click on desired Document.

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

Clear Filters

Columns ▼

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input checked="" type="checkbox"/>	TXN00001070	0001	AH	09/19/2013	09/19/2013	POCORELLO, TARA	538.83	BUSINESS SERVICES NO...	✓ ✓ ✓	4184182118-FLD1-3000-01-4181...	538.83

Click **Allocate/Edit** to read the comment entered by the Approver. Make necessary changes/corrections to the transaction.

Transactions - Accountholder								
>>		Pending Sign Off	Signed Off	Flagged	All			
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
<input type="checkbox"/>		<input type="text"/>					<input type="text"/>	
<input type="checkbox"/>	+	<u>TXN00001070</u>	<u>6957</u>	<u>AH APR (ACT)</u>	09/19/2013	09/19/2013	<u>POCORELLO, TARA</u>	538.83
<input type="checkbox"/>	+	 Allocate / Edit	<u>957</u>	<u>AH APR (ACT)</u>	09/19/2013	09/19/2013	<u>POCORELLO, TARA</u>	4,173.47
		 View Full Details						
		 Dispute						
		 Remove Flag						

The screen below appears.

Allocation Details -TXN00001070 - BUSINESS SERVICES NOT ELSE CO.								09/19/2013 Source Amount : 538.83 USD	
Allocation		Purchase Amount: 538.83		Allocation Total: 538.83 100%		Variance: 0.00			
<input type="checkbox"/>	Comp/Val/Auth	Value Amount	Description	GL01: FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY	GL06: FM/FY/BFY
<input type="checkbox"/>	✓ ✓ ✓	501.12	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182118		3000	01	4181102	
0 Selected 1 item									
<input type="button" value="Remove"/> <input type="button" value="Add"/> <input type="button" value="Duplicate"/>									
Reference & Tax									
Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP				
	Sales Tax Included	501.12	37.71	0.00	70806				
<input type="checkbox"/> Adjust Amount									
Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)									
Comments Add Comment									
Wrong coding. Need revision. SCOTT ERWIN 10/03/2013									

Make the necessary changes requested by the Approver. Click **Save**.

Allocation Details -TXN00001070 - BUSINESS SERVICES NOT ELSE CO. 09/19/2013 | Source Amount : 538.83 USD

Allocation Purchase Amount: 538.83 Allocation Total: 538.83 | 100% Variance: 0.00

Comp/Val/Auth	Value Amount	Description	GL01: FUND/AGENCY/ORGANIZATION	GL02: ACTIVITY	GL03: OBJECT	GL04: SUB-OBJECT	GL05: AGENCY/REPORTING CATEGORY	GL06: FM/FY/BFY
✓ ✓ ✓	501.12	BUSINESS SERVICES NOT ELSE CO. - Purchase	4184182118		3000	01	4181102	

0 Selected | 1 item

Remove Add Duplicate

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	501.12	37.71	0.00	70806

Adjust Amount

Transaction Detail - 7399 (BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED)

Comments Add Comment

Wrong coding. Need revision.
SCOTT ERWIN | 10/03/2013

Correction has been made.
TARA POCORELLO | 10/13/2013

Incorrect coding;
SCOTT ERWIN | 10/22/2013

Save Close

Click on the desired flagged document again. Click **Remove Flag**.

Transactions - Accountholder								
>> Pending Sign Off Signed Off Flagged All								
		Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount
	+	TXN00001070	6957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	538.83
	+		957	AH APR (ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47

Allocate / Edit

View Full Details

Dispute

Remove Flag

Enter the required comments and click **OK**.

The screenshot shows a web application interface with a navigation bar (Home, Expenses, Accounts, Reports, Accounting, Administration) and a breadcrumb trail (Expenses > Transactions > Accountholder). A table titled 'Transactions - Accountholder' displays transaction data. A modal dialog box titled 'Confirm Remove Flag' is open, prompting the user to 'Remove flag on 1 transaction(s)'. The dialog includes a 'Comments' text area with the text 'Correction has been made.' and 'OK' and 'Cancel' buttons. A blue arrow points to the 'OK' button. The background table has columns for Document, Account ID, Sign Off, Date Posted, and others. A status bar at the bottom indicates '1 Selected | 1 item'.

Document	Account ID	Sign Off	Date Posted
TXN00001070	6957	AH	09/19/2013

The screen below appears...Flag has been removed.

The screenshot shows the Bank of America Works interface. A confirmation message at the top states 'Removed flag from 1 transaction. View Details'. Below this, the 'Transaction - Accountholder' table is shown with various columns including Document, Account ID, Sign Off, Date Posted, Date Purchased, Primary Accountholder, Purchase Amount, Vendor, Comp(Val)Auth, Allocation, and Amount Allocated. The table is currently empty, with a message 'No data available in table' at the bottom. A blue arrow points to the confirmation message. The navigation bar and breadcrumb trail are consistent with the previous screenshot.

Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp(Val)Auth	Allocation	Amount Allocated
----------	------------	----------	-------------	----------------	-----------------------	-----------------	--------	---------------	------------	------------------

Disputing a Transaction

- Accountholders will only be able to dispute their own transactions.
- Approvers will only be able to dispute the Accountholder's transactions for which they have been set up to approve.

On the **Home** page, click **Pending** in the action field.

Home

Expenses

Accounts



Reports

Accounting

Administration

Action Items

Action	Acting As	Count	Type	Current Status
Resolve	Accountholder	1	Transaction	Flagged
Sign Off	Accountholder	8	Transaction	Pending



Click the desired **Document** number.

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

Clear Filters

Columns ▼

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated
<input type="checkbox"/>	<div><div>TXN00001075</div><div>6957</div></div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	<div>x v x</div>	4184182122-3000-02-	4,632.55
<input type="checkbox"/>	<div><div>TXN00001076</div><div>6957</div></div>	6957	(ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING,AUDITING...	<div>x v x</div>	---	4,173.47

Select **Dispute** from drop-down menu.

Home

Expenses

Accounts

Reports

Accounting

Administration

Expenses > Transactions > Accountholder

LA DPS UAT

Transactions - Accountholder

>>

Pending Sign Off

Signed Off

Flagged

All

Clear Filters

Columns

	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
	<div>TXN00001075</div>	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	x ✓ x	4184182122-3000-02-	4,632.55
	<div> <div>Allocate / Edit</div> <div>Sign Off</div> <div>View Full Details</div> <div>Dispute</div> <div>Retry Auto-match</div> <div>Add to Expense Report</div> </div>			09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING, AUDITING...	x ✓ x	----	4,173.47
				09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	x ✓ x	----	2,608.83
				09/19/2013	09/19/2013	POCORELLO, TARA	4,375.65	COMMERCIAL PHOTOGR...	x ✓ x	----	4,375.65
				09/19/2013	09/19/2013	POCORELLO, TARA	391.11	BUSINESS SERVICES NO...	x ✓ x	----	391.11
				09/19/2013	09/19/2013	POCORELLO, TARA	170.41	POSTAGE STAMPS CO.	x ✓ x	----	170.41
				09/19/2013	09/19/2013	POCORELLO, TARA	2,078.73	BICYCLE SHOPS-SALES A...	x ✓ x	----	2,078.73
				09/19/2013	09/19/2013	POCORELLO, TARA	4,120.86	STENOGRAPHIC SERVIC...	x ✓ x	----	4,120.86

The screen below appears. Dispute amount defaults to the total amount of the transaction. If not disputing the total transaction amount enter Dispute amount.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-673-1044 Fax: 888-678-8046

Transaction Details

Account Nickname: TARA POCORELLO
Account ID: 6957
Accountholder: POCORELLO, TARA
Phone: (225) 925-6077

Billing Close Date: 10/01/2013
Purchase Date: 09/19/2013
Reference Number:
Vendor Information: MISCELLANEOUS HOME FURNISH CO.
TRUNKTON 14 9, KS 66112

Dispute Details

Posted Amount: 4,632.55
Dispute Amount: 4,632.55
Reason for Dispute: Select
Comments:

☐ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK

Cancel

Select the Reason for Dispute from the drop-down menu.

Note: Depending on the Reason for Dispute, additional information may be required.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-873-1044 Fax: 888-878-6046

Transaction Details

Account Nickname:	TARA POCORELLO	Billing Close Date:	10/01/2013
Account ID:	6957	Purchase Date:	09/19/2013
Accountholder:	POCORELLO, TARA	Reference Number:	
Phone:	(225) 925-6077	Vendor Information:	MISCELLANEOUS HOME FURNISH CO. TRUNKTON 14 9, KS 66112

Dispute Details

Posted Amount:	4,632.55
Dispute Amount:	4,632.55
Reason for Dispute:	Select
Comments:	

☐ I have examined the charge(s)

Reason for Dispute:

- Select
- Unauthorized transaction
- Charge amount does not agree with the order authorizing this charge
- Merchandise or services not received
- Defective or wrong merchandise
- Recurring charges after cancellation
- Recurring charges already paid by other means
- Credit appears as charge
- Credit from merchant not received
- Hotel reservation cancelled
- Double or multiple charges
- Do not recall the transaction
- Other, above descriptions do not apply

Cancel

Enter **Comments**, if desired.

Dispute Transaction

Your company should first make good faith efforts to settle a claim or dispute for purchases directly with the merchant. If assistance from the bank is required, please complete this form and provide any required documentation within 60 days from the billing close date.

Bank of America - Commercial Card Services Operations
PO Box 53101
Phoenix, AZ 85072-3101
Phone: 800-673-1044 Fax: 888-678-6046

Transaction Details

Account Nickname: TARA POCORELLO

Account ID: 6957

Accountholder: POCORELLO, TARA

Phone: (225) 925-6077

Billing Close Date: 10/01/2013

Purchase Date: 09/19/2013

Reference Number:

Vendor Information: MISCELLANEOUS HOME FURNISH CO.
TRUNKTON 14 9, KS 66112

Dispute Details

Posted Amount: 4,632.55

Dispute Amount: 4,632.55

Reason for Dispute: Charge amount does not agree with the order authorizing this charge

Amount entered on the sales slip increased.

Actual Amount: 4630.55

Billed Amount: 4632.55

! I am forwarding a copy of the unaltered sales slip to the address listed above.

Comments: Enter a comment if necessary

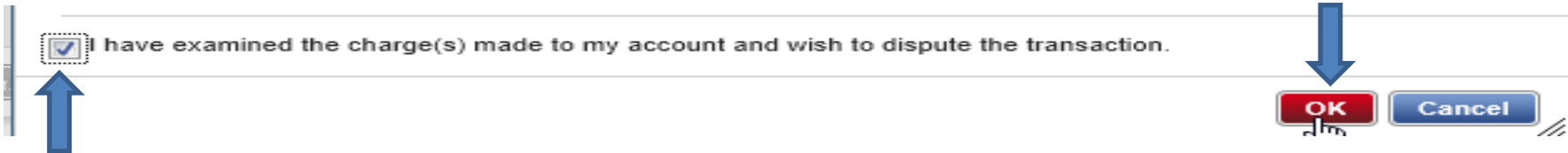
☒ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK

Cancel

42

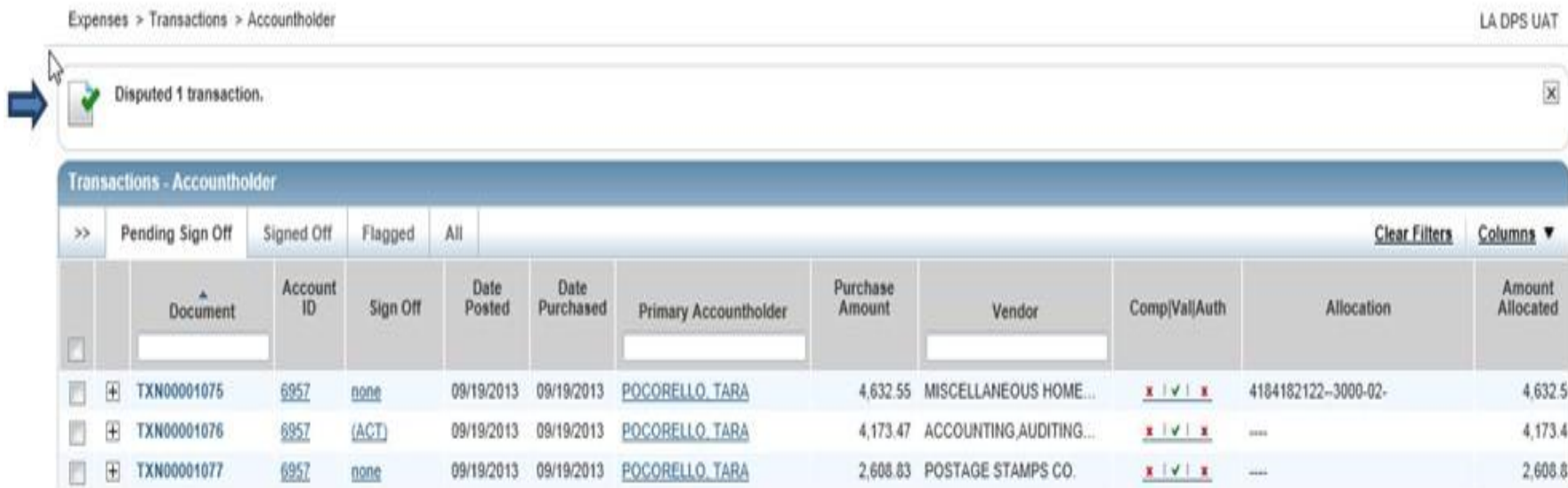
Select the **I have examined the charge(s) made to my account and wish to dispute the transaction** check box, then click **OK**. **Note:** If the check box is not selected, OK is not activated.



☒ I have examined the charge(s) made to my account and wish to dispute the transaction.

OK **Cancel**

The following confirmation message will display.



Expenses > Transactions > Accountholder LA DPS UAT

Disputed 1 transaction.

Transactions - Accountholder											
Clear Filters Columns											
	Pending Sign Off	Signed Off	Flagged	All							
	Document	Account ID	Sign Off	Date Posted	Date Purchased	Primary Accountholder	Purchase Amount	Vendor	Comp/Val/Auth	Allocation	Amount Allocated
<input type="checkbox"/>	<input type="checkbox"/> TXN00001075	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	4,632.55	MISCELLANEOUS HOME...	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	4184182122-3000-02-	4,632.5
<input type="checkbox"/>	<input type="checkbox"/> TXN00001076	6957	(ACT)	09/19/2013	09/19/2013	POCORELLO, TARA	4,173.47	ACCOUNTING, AUDITING...	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	4,173.4
<input type="checkbox"/>	<input type="checkbox"/> TXN00001077	6957	none	09/19/2013	09/19/2013	POCORELLO, TARA	2,608.83	POSTAGE STAMPS CO.	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	----	2,608.8

The Dispute Submitted column for the selected transaction displays an **X**.

Note: If the dispute was performed on a screen other than Pending Sign Off, that screen will display.

Home												Expenses												Accounts												Reports												Accounting												Administration																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																									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Reports

Types of Reports

- **Billing Cycle Purchase Log** – This report serves as a Billing Statement and Travel Card Log all in one. It can be run anytime by any user. The only changes that can be made by the user are selection of billing cycle dates. **Approver must verify the billing cycle dates are correct to make sure all transactions within the billing cycle are accounted for in the report.** This report is in PDF format which is sufficient for audit purposes. This report is required to be complete and should have receipts attached for each billing cycle.
- **Billing Cycle Incomplete Transactions** - Approvers should run this report at least weekly to monitor the status of Accountholders' pending transactions. It will show all transactions in which an allocation and/or sign off have not yet been performed. This report should be used as a management tool.

Running Reports

- Accountholders' reports will only include their own transactions.
- Approvers' reports will include all the Accountholders' transactions for which they have been set up to approve.

Billing Cycle Purchase Log

On the **Home** page, click **Reports**, then select **Template Library** from the drop-down menu.

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Home Expenses Accounts Reports Accounting Administration

Completed
Create
Scheduled
Template Library

Action Items

Action	Accountholder	Count	Type	Current Status
Sign Off		10	Transaction	Pending

1 item Show 10 per page Page: 1 of 1

Accounts Dashboard Account Portfolio

In Scope Corporate

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
TARA POCORELLO	6957	25,000.00	133,452.07	(108,452.07)	533%
AMY VINCENT	7344	25,000.00	120,333.29	(95,333.29)	481%
NATASHA DEMOULIN	2476	25,000.00	44,229.19	(19,229.19)	176%
RICHARD ABBOTT	9506	25,000.00	15,220.87	9,779.13	60%
BRITTANI ADAMS	4875	25,000.00	0.00	25,000.00	0%
PAULA ADAMS	9040	25,000.00	0.00	25,000.00	0%

6 items Show 10 per page Page: 1 of 1



In the **Template Name** column, select the **Billing Cycle Purchase Log** drop-down arrow.

Shared

Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Billing Cycle Purchase Log	transactionCategory	POCORELLO, TARA	Final to be added to UAT site
Cancelled Cards	cardCategory	Bank Defined	Review details of cancelled cards.
Card Adjustment History	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
Card Past Due	cardCategory	Bank Defined	Review details of the past due balances on cards.
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Non-Preferred Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing your spend with non-preferred company suppliers.

16 items Show 10 per page

Click **Modify/Run**.

Template Name	Category	Template Owner	
1099 Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing 1099 company supplier transactions.
Airline Spend Detail	transactionCategory	Bank Defined	Review details of all airline-related expenses.
Billing Cycle Purchase Log	transactionCategory	POCORELLO, TARA	Final to be added to UAT site
 Modify / Run	cardCategory	Bank Defined	Review details of cancelled cards.
 Delete	auditCategory	Bank Defined	Review an audit history of spend for a specific card.
	cardCategory	Bank Defined	Review details of the past due balances on cards.
Forced Capture	transactionCategory	Bank Defined	Review card transactions with suspicious authorization codes that need to be validated.
General Purchase Spend Detail	transactionCategory	Bank Defined	Review details of all general purchase expenses.
Hotel Spend Detail	transactionCategory	Bank Defined	Review details of all hotel-related expenses.
Non-Preferred Company Supplier Spend	transactionCategory	Bank Defined	A statement for reviewing your spend with non-preferred company suppliers.

Scroll down and verify Post Dates are for the correct billing cycle. Change if needed.

File Edit View Favorites Tools Help

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Home Expenses Reports Accounting

Reports > Modify/Run

LA Dept of Health and Hosp Travel

Create Report Report data is current as of June 19, 2014 11:31 AM CDT.

* Category: Spend

* Template: Billing Statement

Report Options Basic Advanced Reset to defaults Use last run settings

Columns

Available

Allocation

GL is Authorized

GL is Complete

GL is Valid

GL: ACTIVITY

GL: ACTIVITY Desc

GL: AGENCY/REPORTING CATEGORY

GL: AGENCY/REPORTING CATEGORY C

GL: FMYBIFY

GL: FMYBIFY Desc

GL: FUND/AGENCY/ORGANIZATION

GL: FUND/AGENCY/ORGANIZATION Des

GL: OBJECT

GL: OBJECT Desc

GL: SUB-OBJECT

GL: SUB-OBJECT Desc

Item Description

Item Exp Cat Comment

Item GL Combination

Item Number

Item Price

Selected

Card Last 4 Digits

MCC

Txn Number

Post Date

Purchase Date

Amount

Credit

Debit

Payment Amount

Column Sort

A→Z Card Last 4 Digits

A→Z Post Date

A→Z Txn Number

Remove Edit Add Constant

Remove Reverse Sort

Filters

Add filter:

Transaction Type: ☒ Cash advance ☒ Misc Credit ☒ Misc Debit ☒ Purchase ☐ Reimbursement ☒ Payment

Post Date: ☒ 06/19/2014

Then scroll down and Click **Submit Report**.

Output Format

Formats:

☐ Excel

☒ PDF

Output Files:

☒ Full Details

☐ Summary Only

Paper:

US Letter

Orientation:

☐ Portrait

☒ Landscape

☐ Add Summary Data in Header

Add Signature Line to:

☐ Header

☐ Footer


Insert Page Break:

No Page Break

☐ Delimited Text

Summary Grouping:

Card Last 4 Digits

 Only enabled for PDF and "Summary Only" options above. Groupings are based on "Column Sort" above and their order, ending with the value selected to the left.

Save Template

☐ Save Template to Template Library

Template Name:

Billing Cycle Purchase Log

Description:

Final to be added to UAT

Sharing:

☐ Personal

☒ Shared

☐ Both

Scheduling and Expiration

Job Name:

Billing Cycle Purchase Log

Run for User(s):

None selected

Schedule:

☒ Run Now

☐ Run Later

☐ Recurring

Report Expiration after:

7

day(s)



Submit Report



The screen below appears which shows the report is completed.

File Edit View Favorites Tools Help

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Home Expenses Reports Accounting

Reports > Completed LA Dept of Health and Hosp Travel

Created 1 report. Report can be downloaded from the table below.

Completed Reports

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/19/2014 11:44 AM CDT	Billing Statement	Ready	<input checked="" type="checkbox"/>	PDF

1 Selected | 1 item Show 10 per page Page: 1 of 1

Delete

[Training Guides](#) [Training Videos](#) [Live Training](#) [Privacy & Security](#) [Recommended Settings](#)

© 2014 Bank of America Corporation. All rights reserved. Your last log in was June 19, 2014, 11:32 AM CDT.

Click on PDF to open the report.

File Edit View Favorites Tools Help

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Home Expenses Reports Accounting

Reports > Completed

LA Dept of Health and Hosp Travel

Created 1 report. Report can be downloaded from the table below.

Completed Reports

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/19/2014 11:44 AM CDT	Billing Statement	Ready	<input checked="" type="checkbox"/>	PDF

↑

Note: Some computers may open the report automatically. On other computers, you will have to click **Open** or **Save** (see below).

File Edit View Favorites Tools Help

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Home Expenses Reports Accounting

Reports > Completed

LA Dept of Health and Hosp Travel

Created 1 report. Report can be downloaded from the table below.

Completed Reports

		Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/19/2014 11:44 AM CDT	Billing Statement	Ready	<input checked="" type="checkbox"/>	PDF

1 Selected | 1 item

Show 10 per page

Page: 1 of 1

Delete

↓

Do you want to open or save **Billing Statement.pdf** from demo.works.com?

Open Save Cancel

Report appears in PDF format.

1

Billing Statement.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create

78.6%

Tools Sign Comm

Billing Statement

Company Name: LA Dept of Health and Hosp Travel
Print Date: Between 2014-05-02 00:00:00 and 2014-05-10 23:59:59
Report Owner: SAVOY, SHEILA
Report Time: 2014-05-10 11:44:19
Transaction Type: One of: Cash advance or Misc Credit or Misc Debit or Purchase or Payment

Card Last 4 Digits

MCC	Tex Number	Post Date	Purchase Date	Amount	Credit	Debit	Payment Amount
0100							
3440	TXN00001001	05/05/2014	05/05/2014	93.71	0.00	93.71	0.00
3000	TXN00001002	05/05/2014	05/05/2014	543.07	0.00	543.07	0.00
3530	TXN00001003	05/05/2014	05/05/2014	87.50	0.00	87.50	0.00
3430	TXN00001004	05/05/2014	05/05/2014	126.95	0.00	126.95	0.00
3030	TXN00001005	05/05/2014	05/05/2014	134.55	0.00	134.55	0.00
3742	TXN00001006	05/05/2014	05/05/2014	871.81	0.00	871.81	0.00
3381	TXN00001007	05/05/2014	05/05/2014	717.37	0.00	717.37	0.00
3100	TXN00001008	05/05/2014	05/05/2014	286.95	0.00	286.95	0.00
3802	TXN00001009	05/05/2014	05/05/2014	645.70	0.00	645.70	0.00
3387	TXN00001010	05/05/2014	05/05/2014	43.40	0.00	43.40	0.00
SAVY, S				3,426.37	0.00	3,426.37	0.00
1530							
3440	TXN00001111	05/05/2014	05/05/2014	547.95	0.00	547.95	0.00
3000	TXN00001112	05/05/2014	05/05/2014	130.95	0.00	130.95	0.00
3530	TXN00001113	05/05/2014	05/05/2014	89.72	0.00	89.72	0.00
3430	TXN00001114	05/05/2014	05/05/2014	402.43	0.00	402.43	0.00
3030	TXN00001115	05/05/2014	05/05/2014	142.40	0.00	142.40	0.00
3742	TXN00001116	05/05/2014	05/05/2014	206.46	0.00	206.46	0.00
3381	TXN00001117	05/05/2014	05/05/2014	602.44	0.00	602.44	0.00
3100	TXN00001118	05/05/2014	05/05/2014	474.25	0.00	474.25	0.00
3802	TXN00001119	05/05/2014	05/05/2014	607.88	0.00	607.88	0.00
3387	TXN00001120	05/05/2014	05/05/2014	65.50	0.00	65.50	0.00
SAVY, S				3,016.62	0.00	3,016.62	0.00
1600							
3440	TXN00001131	05/05/2014	05/05/2014	365.71	0.00	365.71	0.00
3000	TXN00001132	05/05/2014	05/05/2014	226.32	0.00	226.32	0.00
3530	TXN00001133	05/05/2014	05/05/2014	710.70	0.00	710.70	0.00
3430	TXN00001134	05/05/2014	05/05/2014	366.78	0.00	366.78	0.00
3030	TXN00001135	05/05/2014	05/05/2014	671.37	0.00	671.37	0.00
3742	TXN00001136	05/05/2014	05/05/2014	309.09	0.00	309.09	0.00
3381	TXN00001137	05/05/2014	05/05/2014	204.45	0.00	204.45	0.00

SAVOY, SHEILA 1 of 3 2014-05-10 11:44:19

Once you have run this report it will appear in Completed Reports. You can now rerun/modify the report by clicking on the Report Name.

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Home Expenses Reports Accounting

Reports > Completed

Completed Reports

Actions

Clear Filters Columns

	Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	06/19/2014 11:44 AM CDT	Billing Statement	Ready		PDF

The dropdown appears. Click **Modify/Run**.

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Home Expenses Reports Accounting

Reports > Completed

Completed Reports

Actions

Clear Filters Columns

	Queued At	Report Name	Status	New	Output Type(s)
<input checked="" type="checkbox"/>	06/19/2014 11:44 AM CDT	Billing Statement	Ready		PDF

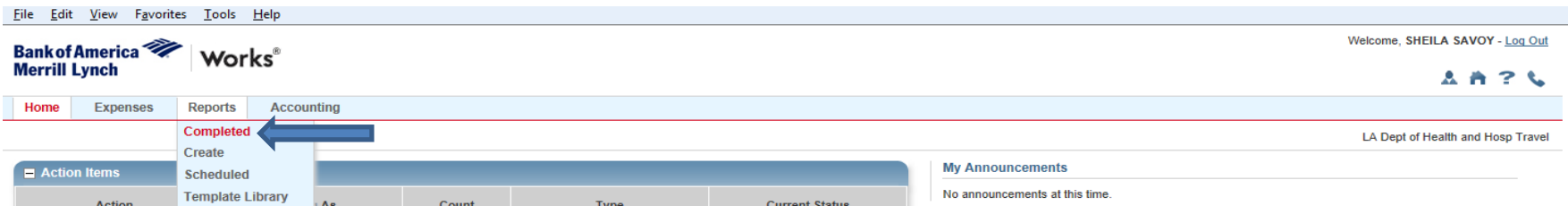
- Modify / Run
- Add Output Type
- Change Expiration
- Delete

Repeat the steps in the Billing Cycle Purchase Log section of this document.

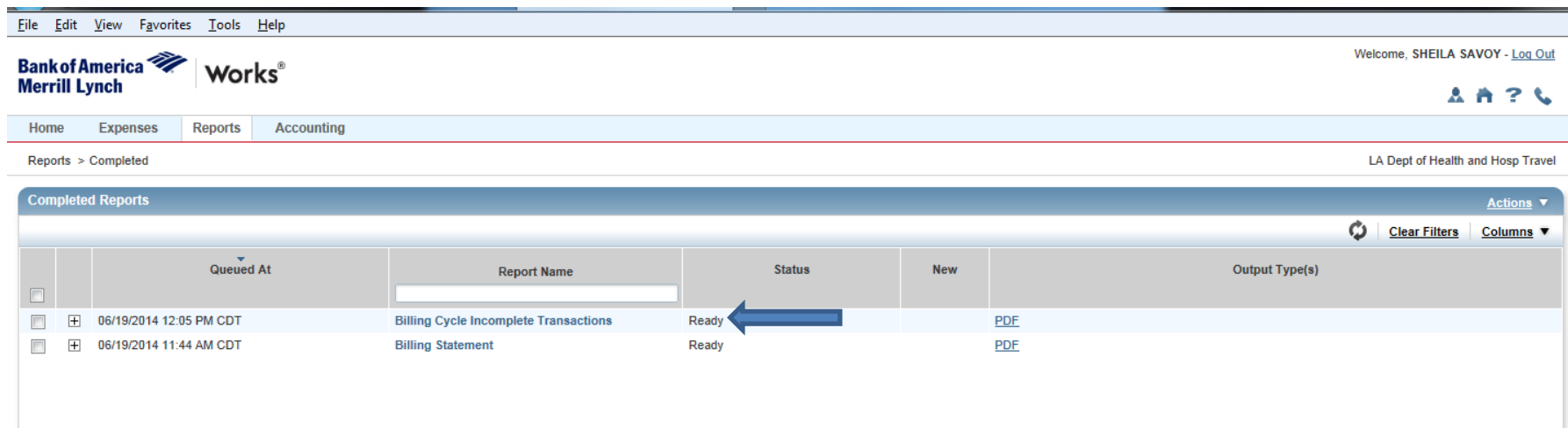
Billing Cycle Incomplete Transaction Report

Approvers should run this report at least weekly to monitor the status of Accountholders' pending transactions. It will show all transactions in which an allocation and/or sign off have not yet been performed. This report should be used as a management tool.

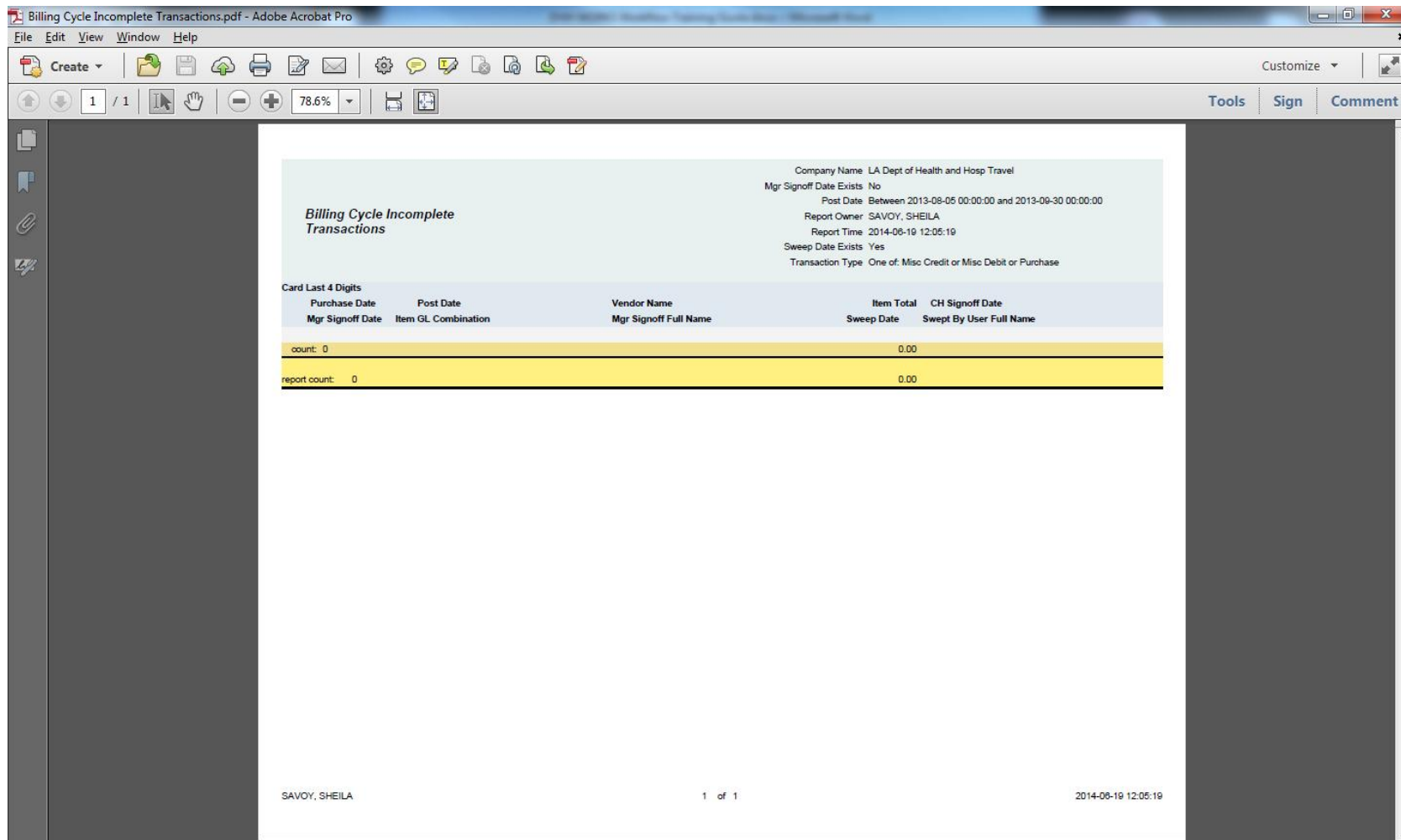
On the **Home** page, click **Reports**, then **Completed Reports**.



Click on **PDF** in the Output column for the Billing Cycle Incomplete Transactions.



Report appears in PDF format.



Deadlines

- The billing cycle for travel transactions remains the same: The 9th of the month through the 8th of the following month.
- Accountholders have throughout the billing cycle and 3 additional days (11th of the following month) to complete Allocations and Sign off.
- Approvers have throughout the billing cycle and 4 additional days (12th of the following month) to complete Allocations and Sign off.
- P4 will be created on the 18th and will hit Vouchers Payable on the 19th (These dates will vary depending on what day the 18th falls).
- The payment date remains on the 28th of the month.

Updating Personal Settings: Password

From the Home Screen click last 4 digits of card number, click View Full Details.

The screenshot shows the Bank of America Merrill Lynch Works interface. At the top, there's a header with the Bank of America Merrill Lynch logo and 'Works' branding. A welcome message for 'BRENDA MYERS' is visible, along with a 'Log Out' link. Below the header, there's a navigation bar with 'Home', 'Expenses', and 'Reports' tabs. The main content area is divided into two sections: 'Action Items' and 'Accounts Dashboard'. The 'Action Items' section shows a table with one item: 'Sign Off' by 'Accountholder' with a count of 7 and a status of 'Pending'. The 'Accounts Dashboard' section shows a table with account information for 'BRENDA MYERS'. The table has columns for 'Account Name', 'Account ID', 'Credit Limit', 'Current Balance', 'Available Credit', and '% of Credit Limit Used'. The 'Account ID' column shows '4622' with a blue arrow pointing to it. Below the table, there's a 'View Full Details' link, also indicated by a blue arrow. The footer contains links for 'Training Guides', 'Training Videos', 'Privacy & Security', and 'Recommended Settings', along with copyright information and a log-in timestamp.

Bank of America Merrill Lynch Works®

Welcome, BRENDA MYERS - [Log Out](#)

[Home](#) [Expenses](#) [Reports](#)

LA DPS Public Safety - GL Workflow

Action Items

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	7	Transaction	Pending

1 item Show 10 per page Page: 1 of 1

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
BRENDA MYERS	4622	0,000.00	5,381.02	94,618.98	5%

1 item View Full Details View Auth Log Page: 1 of 1

[Training Guides](#) [Training Videos](#) [Privacy & Security](#) [Recommended Settings](#)

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Note: To update Email Address or change Login Name make changes in the fields shown on screen below, then click **Save**.

View Authorization Log

The Authorization Log allows you to see transactions that have been approved by the bank but have not yet posted to Works; if a transaction was declined, the reason why is shown.

1. On the **Home Page**, the second section - **Accounts Dashboard**, click on the last 4 digits of your account ID.

NOTE: The Accounts Dashboard also lists your credit limit, balance, and available credit. This is useful information easily referenced on the Works Home Page.

Accounts Dashboard					
In Scope					
Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
KRISTY EHARIS	3163	30,000.00	17,405.19	12,594.81	58%
1 item					
Show 10 per page					
Page: 1 of 1					

2. Click on the **Actions** link in the upper right corner.

KRISTY EHARIS (3163)				Actions ▼	
Account Summary					
Account Nickname:		KRISTY EHARIS	Available Credit:		12,594.81
Account ID:		3163	Current Balance:		17,405.19
Primary Accountholder:		Eharis, Kristy			
Spend Control Profile	Account	Accountholders			

3. Click **View Auth Log**.

KRISTY EHARIS (3163) Actions ▾

Account Summary View Auth Log

Account Nickname: KRISTY EHARIS Available Credit: 12,594.81

Account ID: 3163 Current Balance: 17,405.19

Primary Accountholder: [Eharis, Kristy](#)

4. The next screen will be your **Authorization Log**.

Authorization Log - KRISTY EHARIS (3163)							
Current Balance: 17,405.19		ATM Cash Limit: 0.00		Available Funds: 8,923.00			
Date	Merchant Name	MCC	Amount	Result	Auth/Decline Code	Decline Reason	Amount Avail Before Auth
08/19/13 15:12:13 EDT	GILMAN GEAR	5046	\$3,671.39	Authorized	063922		
08/15/13 11:51:01 EDT	BERTREM PRODUCTS	5085	\$4,850.00	Authorized	030297		

Online Video Training

From the Home Page, select “Training Video” at the bottom of the screen.

Bank of America Merrill Lynch | Works®

Welcome, SHEILA SAVOY - [Log Out](#)

[Home](#) [Expenses](#) [Reports](#) [Accounting](#)

LA Dept of Health and Hosp Travel

Password changed successfully.

Action Items

Action	Acting As	Count	Type	Current Status
Sweep	Accountant	85	Transaction	Pending

1 item Show 10 per page Page: 1 of 1

Accounts Dashboard

In Scope

Account Name	Account ID	Credit Limit	Current Balance	Available Credit	% of Credit Limit Used
No data available in table					

0 items Show 10 per page Page: 1 of 0

[Training Guides](#) [Training Videos](#) [Live Training](#) [Privacy & Security](#) [Recommended Settings](#)

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Training for Cardholders - Select Reconciling Transactions - demonstrates how to review and reconcile a transaction.

(direct link) http://training.works.com/support/resources/videos/Reconciling_Transactions.htm

Reconciling Transactions with General Ledger – demonstrates how to reconcile and review transactions with general ledger assignments. (this one also talks about flagged transactions)

(direct link) http://training.works.com/support/resources/videos/Reconciling_a_Transaction_with_General_Ledger.htm

THE END